

Board of Selectmen
Minutes October 16, 2012

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jeff Bryan
Jane Byrne
Michael Hubbard
Ken Christiansen

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime was 2.5 hours for fire department this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Christiansen made a motion, 2nd by Byrne to approve the public minutes of 10/09/12. All were in favor.

Clement said the DOL was here for an inspection. The visit was prompted by a delay in filing the safety summary and because the joint loss committee has not met regularly a town wide inspection will take place in November. Clement said we have filed the safety summary and need to update the written safety program. Clement said the committee needs a member of the board to serve as the hiring authority. The next meeting is November 1st at 10:30am. Clement said she would serve if a board member was unable to attend. Bryan said he would serve.

Clement said the insurance rates will be increasing on average 8.7% but the actual rates are in the mail and we should see them by the end of the week. Clement said she did receive the holiday contribution numbers which amounts to about \$20,000. Hubbard asked how the amount was calculated. Clement said the amount to be returned was \$20.8 million and she thought the figure was calculated based on the percentage of employees enrolled from town as it compares to the entire risk pool.

Clement to reprint Donna V. letter of recognition in color and the board will sign it next week.

Building Inspector Gil Tuck was in to have the following permits signed:

- Guy Sylvestri, 10 Homestead Lane, new deck: signed by Board
- Advanced Custom Cabinets, 13 Prescott Road, outdoor wood boiler: signed by Board
- Robert Cole, 198 Middle Road, screened entryway: signed by Board
- J Shumaker, 56 Stevens Drive, electrical service: signed by Board
- Paul Cole, 15 Block Drive, LP gas tank: signed by Board.

At 6:20pm the public hearing for the Kaufman-Goun easement was opened. Rob Wofchuck and Phil Auger were present to discuss the town's role in accepting the easement. Wofchuck said the Kaufman's are donating an easement of 39 acres; the conservation commission has approved expending up to \$17500 in transaction expenses but anticipate actual costs to be closer to \$15000. The purpose of the public hearing is for the town to accept executory interest in the easement. This would allow the town to become the primary interest holder should the Southeast Land Trust dissolve or fail to fulfill their responsibilities. Hubbard asked if there was a mortgage on the property. Auger said there was an error with a mortgage not being discharged but that is being cleared up and there is no current mortgage on the property. There is an exclusionary area of 3.7 acres being left out of the easement and the homeowners feel that is

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adequate to build any new structure should the need arise in the future. Hubbard said the town would be protecting the land to prevent it from being developed. Wofchuck said in the near future, the board will sign the conservation easement deed. Wofchuck said the town signs as a party to the contract. Byrne said when the town signs they are also agreeing to accept the easement. The board agreed to move forward as the executory interest holder of the Kaufman-Goun easement. There was no additional public comment. At 6:30pm the public hearing was declared closed.

The board reviewed the following budgets:

Emergency Management, Rick Murphy

Murphy has decreased the salary line to \$3250 and also reduced general supplies and telephone and communications for a total reduction of \$800 across the budget. Hubbard said the average budget over the last 3 years has been \$7500 and asked if they ever hit that number. Murphy said not since he has been director. Hubbard questioned if there were any other areas that could be reduced. Bryan said they try to carry a reasonable number as the salary line is the biggest “what if” in this budget. Artimovich said this is a “what if” budget in the event of a natural disaster. Bryan made a motion, 2nd by Christiansen to approve the emergency management budget for \$6375. Bryan, Christiansen, Byrne, and Artimovich were in favor. Hubbard was opposed.

Conservation Commission, Rob Wofchuck

Wofchuck said salary and professional training will be level. The audit expense is the annual cost for Southeast Land Trust, which is being reduced as a new line item will be created to break out the cost of the easement monitoring. All other accounts remain level funded. The 2012 budget minus the annual appropriation for the replenishment of conservation fund is \$4631, and for 2013 is \$4627. Wofchuck is requesting \$15000 to replenish the conservation fund back to a balance of \$75000 for the transaction fees of the Kaufman easement. Total budget requested is \$19627. Hubbard made a motion, 2nd by Bryan to approve the conservation budget at \$19627; all were in favor.

Town Meeting, Karen Clement

Clement said there will be 2 elections in 2013, town election and town meeting. Clement budgeted \$125 for the moderator and assistant moderator at 2 elections and kept the rest of the budget level funded. Christiansen made a motion, 2nd by Bryan to approve the Town Meeting budget at \$3001. All were in favor.

Election and Registration, Karen Clement

Clement said she budgeted for 3 clerks at the town election at \$100 each. She also included 4 ballot clerks at \$25 each as Thompson said they are available for 3 hours each. The supervisors pay will remain level at \$200 per election. Bryan made a motion, 2nd by Hubbard to approve the election and registration budget at \$4926; all were in favor.

Chief Robinson was in to discuss a resignation in the Police Department. Hubbard asked if we had to fill the position. Robinson said, yes definitely. Bryan asked if we needed 24/7 coverage. Christiansen said there have been several break-ins according to the police logs. Hubbard said those are instances the board should be aware of. Bryan said the board used to review the police reports but there were many incidents that could not be included, it was not a good use of time. Bryan asked if they could use on-call officers Monday, Tuesday, and Wednesday night. Robinson said only he and Arkell live in town; the travel time for the other officers to respond would not work. Artimovich said the problem with on-call is that an officer responds half asleep to a potentially deadly situation or a state officer is responding from Portsmouth. Robinson said on average they receive 2-3 calls a night. Byrne said years ago, the residents made it quite

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clear that they wanted 24/7 coverage. Christiansen said the Chief needs to fill the position. Bryan said the police budget is facing big increases in 2013; he is asking the questions to see if they absolutely need to fill this position. Demeritt said often times; Robinson needs to leave the highway department to cover patrol and filling this position would alleviate that need. Bryan said the Chief manages his time the best he can. Artimovich said it was a senior officer that resigned; the best thing for the town would be to find someone already full time certified. Bryan made a motion, 2nd by Byrne to fill the officer's position in the police department. All were in favor.

The board agreed that the job posting was well written and requested no changes.

Demeritt said the sign for Autumn Lane is missing. Bryan said that is a private roadway. Clement said she would follow up with Reggie.

The board reviewed the following budget:

Budget Committee, Bill Faria

Faria presented a level funded budget for 2012. Bryan made a motion, 2nd by Christiansen to approve the budget committee budget of \$700. All were in favor.

Clement presented the 2013 Wage Schedule for steps and grades as prepared by Jim Clark. Artimovich said each employee does not have a grade but each job description has one. Byrne asked where each position was in the various grades. Clement will update the current employee's job descriptions with the updated step and grade through 2012. Bryan said this will be used as a reference. Hubbard asked where the opening for a new police officer fits on the wage schedule. Clement said the officer that resigned was at grade 10 step 4. They will put on the ad that the position will be paid commensurate with experience. Bryan made a motion, 2nd by Byrne to approve the wage schedule as written as a guideline for the 2013 budget season. All were in favor.

Motion to adjourn at 7:35 pm made by Bryan, 2nd by Christiansen; all were in favor.

Respectfully submitted,

Karen Clement

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		WEEKLY TREASURER'S REPORT			
Date:	October 16, 2012				
Citizens General Fund:					
	Previous Balance:		8,701.79		
	Deposits:		100,861.08		
	Payroll:		12,700.79	DD: 6994.61	CK: 5706.18
	FICA:		2,932.30		
	A/P: Regular		11,247.79		
	voided check				
	to Impact Fees				
	From MMA				
	Fica error 8/3/12				
	TO MMA		77,000.00		
	Account Balance:		5,681.99		
	Interest Earned YTD:		74.30		
CD's:	Unrestricted Balance:		-		
MMA:	Unrestricted Balance:		1,352,814.03		
	Total Invested Funds:		1,352,814.03		
	Interest Earned YTD:		707.91		